

# 05.A. How to Use Answer Entry/Verification from Teacher Dashboard

Data verification after scanning student answer sheets is often required as it is difficult to predict how students fill in the bubbles on answer sheets. This tool provides teachers the opportunity to take a second look at any questions where a student left an answer blank, selected more than one answer, and/or provide a score for any "Teacher Scored" questions.

The Answer Entry/Verification tool is accessible from the *Teacher Dashboard* for a particular assessment OR a user can access a place that outlines ALL assessments where student answers need to be verified.

To learn how to verify data using our *Answer Verification Screen*, [click here](#)

## Verifying Data for Specific Students

Once a user scans assessment data, chances are that at least one student's bubble sheet will need to have answers verified. There is a way to see if student data is in need of verification.

STEP 1. In the *Teacher Dashboard*, use "Select students" filters to select the students to be included. Please note that the "Course" and "Class" are the only required selections, while the "Select Student(s)" pull-down will automatically populate with the students enrolled in the selected classes. The "Select Student(s)" option should only be used to select an individual student or group of students.

STEP 2. Manipulate the second row of filters to locate the desired assessment. The list of assessments can be rather extensive and it is often helpful to type the assessment ID, name, or affiliated "tags" in the search bar to easily locate the desired assessment.\*

STEP 3. Select the "Class Summary Report" to view the student data that needs to be verified

The screenshot shows the 'Teacher Dashboard' interface. It features a top navigation bar with 'Saved filters', 'Saved reports', 'Show more filters', and 'Reset filters'. Below this, there are three main sections: 'Select students', 'Select assessments', and 'Actions'. The 'Select students' section includes filters for School, Course, Class, and Students. The 'Select assessments' section includes filters for Test Bank, Curriculum Unit, Creator, and Assessment. The 'Actions' section includes buttons for PRINT, ASSIGN, GRADE, SCAN, and CHECK. Below the 'Actions' section, there is a 'Standard Reports' section with buttons for Individual Student, Class Summary, Item Analysis, Comparison, Standards, RTI Progress, and Assignment Status. Three red boxes with arrows point to specific elements: Step 1 points to the 'Select students' filters, Step 2 points to the 'Select assessments' filters, and Step 3 points to the 'Class Summary' report button.

**Teacher Dashboard**

Saved filters Saved reports Show more filters Reset filters

**Select students**

School Course Class Students

Select School Select Courses Select Classes All Students

**STEP 1: Select the students to include**

**Select assessments**

Test Bank Curriculum Unit Creator Assessment

Select Test Bank Select Unit Select Creator Select Assessment

**STEP 2: Select the Assessment to be viewed**

**Actions**

PRINT Answer Sheets ASSIGN Online Assessments GRADE Student Responses SCAN Web Answer Sheets CHECK Student Answers

**Standard Reports**

Individual Student **Class Summary** Item Analysis Comparison Standards RTI Progress Assignment Status

**STEP 3: Select the "Class Summary" Report**

*\*STEP 2 NOTE: Only one assessment can be selected when using this tool.*

In selecting the "Class Summary Report", there are a few formatting options to choose from. The students can be sorted by last name, first name, or student ID number. There is also an option to export the report as a CSV, or for data to only be shown where the assessment is linked to the course.

### Class Summary Report Options

Student Name Format

☒ Last, First (e.g. "Jones, Joe")

☐ First Last (e.g. "Joe Jones")

☐ Student ID Only

☐ CSV Export Only

☐ Only show data where the assessment is linked to the course

☐ Calculate rubric % based on passing % of:

☐ Multi-Part Score Summary

Run report Cancel

Once the Class Summary Report runs, any students that have data that needs to be verified will have a message in the Score column, under their name, stating:

Answers need to be reviewed and verified.  
[Open Answer Screen.](#)

eDoctrina							Export to CSV	Export to Excel	Export to PDF
							Class Summary Report		
Assessment: Checkpoint #1 (for data activity) (#1230612)									
District: zz Cedar Cove Central School District, School: Rosewood Middle School, Class: CLASS 1B1, School Year: 2021-2022, Assessment Types: District, Assessment Subject: Math, Subject: Math, Grade									
Level: 10, Type(s): District, Date: 04/05/2022									
Teacher: Teacher, Test									
Student ID		Score	Out of	Percent	Proficiency Level				
CLASS: CLASS 1B1		156.80	408.00	38.43					
ACOSTA, Rowan	4392RACOSTA	6	20.4	29.41	Average 3 B				
ARIAS, Jaxon	4392JARIAS	Answers need to be reviewed and verified. <a href="#">Open Answer Screen.</a>							
BALDWIN, Oliver	4392OBALDWIN	10	20.4	49.02	Average 4 A				
BECKER, Payton	4392PBECKER	Answers need to be reviewed and verified. <a href="#">Open Answer Screen.</a>							
BOWERS, Skyler	4392SBOWERS	8.4	20.4	41.18	Average 4 A				
COLE, Mia	4392MCOLE	6	20.4	29.41	Average 3 B				
CUMMINGS, Karmyn	4392KCUMMINGS	Answers need to be reviewed and verified. <a href="#">Open Answer Screen.</a>							
DAY, Nathan	4392NDAY	10.4	20.4	50.98	Average 4 A				

Clicking the blue link will open up the Answer Verification screen for that student alone. Any data in yellow can be verified by the teacher and teacher scored questions can be given point values. Once any data is updated, or a decision is made to keep the data as is, the "Ver" checkbox should be selected to indicate that the data has been verified by the teacher.

**Answer entry/verification #363045 Answer Verification Test**

District: Super User Training District

**STEP 2: Select "Ver" to confirm that data has been verified**

**STEP 1: Verify data in yellow**

Student	Ans	Ref	Ans	Ver	Exc	1	2	3	4	5	6	7	8	9	10	11	12
ANSWER	Scr %	Sht				3	2	2	2	2	2	2	2	2	2	2	2
Avg %						3	2	2	2	2	2	2	2	2	2	2	2
Carrel. Cots	42.31					3	2	2	2	2	2	2	2	2	2	2	2

Once the student data has been verified, the Answer Verification screen can be closed and the Class Summary report can be re-run to view if more student data needs to be verified.

## CHECK Screen Verification

Data can also be verified using the CHECK screen.

From the Teacher Dashboard, select the appropriate students and assessment, then click the "Check Student Answers" button to open the "Answer entry/verification" screen.

Select the "CHECK Student Answers" button to open the Answer entry/verification screen for all selected students

**Teacher Dashboard**

Saved filters • Saved reports • Show more filters • Reset filters

**STEP 1: Select the students to include**

**STEP 2: Select the Assessment to be viewed**

**STEP 3: Select the "CHECK" button to open the verification screen**

**Actions**

PRINT Answer Sheets • ASSIGN Online Assessments • GRADE Student Responses • SCAN Web Answer Sheets • **CHECK Student Answers**

**Standard Reports**

Individual Student • Class Summary • Item Analysis • Comparison • Standards • RTI Progress • Assignment Status

*NOTE: A pop-up will appear with a key explaining the different colors one might see within their data when verifying.*

Key for Answer entry/verification Data

4

This represents a question with NO DATA

4

This represents a question with data

This represents a question with data but not scored yet

T

This represents a CORRECT answer

F

This represents an INCORRECT answer

\*

This represents a question where multiple answer choices were detected.

This represents a question where an answer choice was not selected.

X

This represents a question excluded from the assessment by teacher. Background is transparent until hovered.

X

This represents a question excluded from the assessment by student. Background is transparent until hovered.

4

This represents a question excluded from the assessment. Background is transparent until hovered.

4

This represents a question that is set as Full Credit from the assessment.

4

This represents a question that is set as Extra Credit from the assessment.

Close

[Click here](#) for more information about the color schemes.

## Answer Entry/Verification

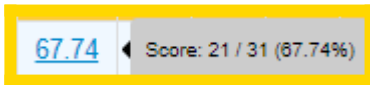
<div> <div>Quick-links</div> <div>Planning</div> <div>Assessment</div> <div>Student Support</div> <div>Accountability</div> <div>Prof Learning</div> <div>Settings</div> </div> <div> <div>Video</div> <div>Help</div> <div>Test Teacher</div> </div>														
<div> <div>Answer entry/verification</div> <div>#1226453 Unit 4 Assessment 1 N-Gen Math 8</div> <div>District: 22 Cedar Cove</div> </div>														
Student	ANSWER	Scr. %	Set	Ans	Com	Ver	Vis	Min	Max	1	2	3	4	5
Avg. %	87.56									85.71	42.86	71.43	57.14	100
ACOSTA, Rowan	67.74									85.71	42.86	71.43	57.14	100
ARIAS, Jaxon	100									85.71	42.86	71.43	57.14	100
BALDWIN, Oliver	80.65									85.71	42.86	71.43	57.14	100
BECKER, Payton	77.42									85.71	42.86	71.43	57.14	100
BOWERS, Skyler	100									85.71	42.86	71.43	57.14	100
COLE, Mia	96.77									85.71	42.86	71.43	57.14	100
CUMMINGS, Kamryn	90.32									85.71	42.86	71.43	57.14	100

(1) This section represents all of the data that has been recorded for the selected student(s) and assessment.

(2) This column contains the current percentage of the points earned for each student, on the selected assessment. It also serves as a hyperlink to the [Individual Student Report](#). If any changes have been made to student responses, please save and refresh the page to display the most recent

percent.

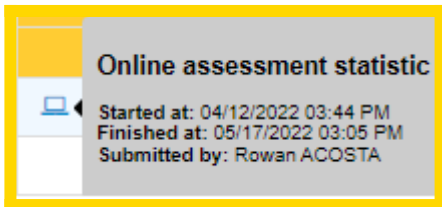
*NOTE: The displayed percentage will not consider any special weighting if it has been applied to the selected assessment. Hover over the percentage to see a quick view on how the percentage is calculated.*



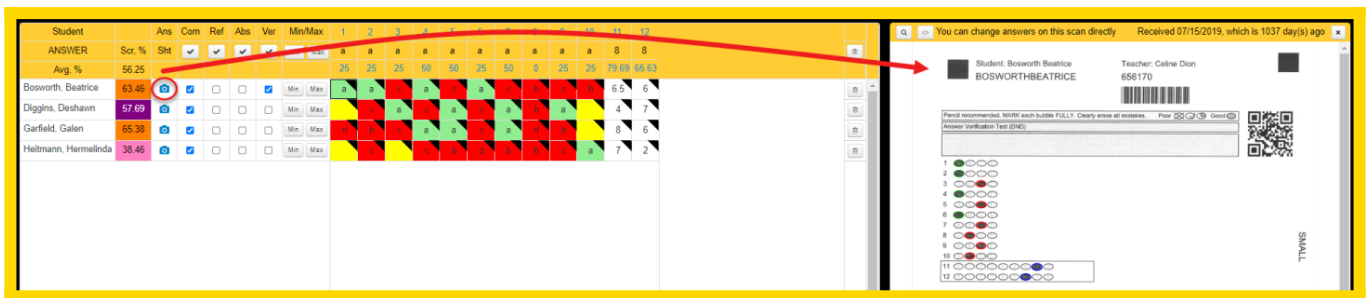
**(3)** This column will display three different icons (if applicable):



: The computer icon will display if the assessment has been assigned to the student online. Hovering over the icon will display when the student first accessed the assessment and when they finished the assessment.



: The camera icon will display if there has been an answer sheet scanned for this student. This is an extremely helpful resource because it allows the teacher to review answer sheets without carrying around a stack of papers. Click on the icon to view the image to the right of the data.



**(a)** Bubbles highlighted in GREEN are correct answers.

**(b)** Bubbles highlighted in RED are incorrect answers.

**(c)** Bubbles highlighted in BLUE are Teacher Scored answers.

**(d)** Bubbles highlighted in yellow indicate the student left the question blank or the student selected more than one answer choices for the question (when only one answer is needed).

*NOTE: To adjust or change the answer for a question, all a user has to do is click the virtual bubbles on the PDF of the answer sheet and the data will update automatically.*



: The hand icon will display if the assessment data has been manually entered into the computer.

(4) This checkbox will be automatically be marked if a student has completed the assessment and submitted the results.

(5) The "Ver" checkbox will need to be checked **ONLY** if a teacher has verified they are leaving a yellow (invalid) answer uncorrected for a student. For example, if Johnny left a question blank on the answer sheet it would scan in to eDoctrina as a yellow box on the Answer Entry screen. The teacher would have two options... (1) to conference with the student to get an answer and fix it in Answer Entry or (2) leave the answer as blank because it was the students error. If the teacher chooses option 1, the teacher fixes the mistake and does not worry about the "Ver" box, if the teacher chooses option 2 then they would click the "Ver" checkbox to verify that that they have approved the mistakes on the answer sheet.

(6) The "Vis" checkbox must be checked in order for students to see their results when logging into their PROGRess Student account.

(7) The Min/Max buttons allow a user to make all of a student's responses incorrect or correct. Some users find that it is easier to use the max buttons so they only need to enter the student's incorrect answers manually, which can save time.

Student		Ans	Com	Ref	Abs	Ver	Min/Max
ANSWER	Scr, %	Sht	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Min Max
Avg, %	5.12						

*NOTE: Using the buttons at the top of these columns will perform the action for ALL student data. Use caution when using these buttons, especially when changing all student scores Min or Max. To prevent unintended use of this button you will receive a pop-up warning.*

Warning

Some questions already have scores, what would you like to do?

☒ Only apply to questions without scores

☐ Apply to all questions and overwrite existing scores

OkCancel

## Teacher Scored Questions

The cells with a WHITE background and a "black triangle" in the top right corner indicate that the question is a *Teacher Scored* question. Clicking on the "black triangle" will open a pop-up window that allows the teacher to view student responses that have been entered online. If applicable, this pop-up window will provide the option to view any scoring guides or rubrics attached to the question, as well as a passage.

Student		Ans	Com	Ref	Abs	Ver	Vis	Min/Max	1a	1b	2	3
ANSWER	Scr, %	Sht	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Min Max	a	3	3	2
Avg, %	85.69								100	74.07	59.26	100
ACOSTA, Rowan	80.3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Min Max	0	3	2	2
ARIAS, Jaxon	87.88		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Min Max	2	3	2	2
BALDWIN, Oliver	69.7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Min Max	2	2	2	2
BECKER, Payton	92.42		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Min Max	2	3	2	2
BOWERS, Skyler	86.36		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Min Max	2	3	2	2
COLE, Mila	93.94		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Min Max	2	3	2	2
CUMMINGS, Kamryn	81.82		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Min Max	2	2	2	2
DAY, Nathan	93.94		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Min Max	1	3	2	2
GARRETT, Savannah	84.85		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Min Max	2	0	2	2

Select the [Show Scoring Guide / Rubrics / Passage](#) button to view any attached rubrics, scoring guides, or passages.

Online Student Answer -

question 1a

×

Question: 1

Hide question

Answer:

Based on the passage, who decided that the traditional Roman calendar was in dire need of reform?

Student answer:

b

✖ b. Augustus

Excl Min Max 2 max 0

Feedback:

Show Scoring Guide / Rubrics / Passage

< > ▾ ▴

Save Cancel

A pop-up will appear containing three tabs to choose from: the scoring guide, rubric or passage:

Online Student Answer - ACOSTA, Rowan, question 1a

Scoring guidesRubricsPassage

### New Year's Day

In 45 B.C., New Year's Day is celebrated on January 1 for the first time in history as the Julian calendar takes effect. Soon after becoming Roman dictator, Julius Caesar decided that the traditional Roman calendar was in dire need of reform. Introduced around the seventh century B.C., the Roman calendar attempted to follow the lunar cycle but

Question: 1 Hide question Answer:

Based on the passage, who decided that the traditional Roman calendar was in dire need of reform?

b. Augustus

ExclMinMax2 max0

Feedback:

Student answer:

b

Hide Scoring Guide / Rubrics / Passage<>v^SaveCancel

The earned points for the question can be entered by selecting them in the "Answer Points" pull-down. Teacher comments, which have the option to display on the Individual Student Report are entered here.

The answer verification screen is also a great place to enter scores manually. Teachers have the option click the appropriate box and a drop-down menu will display the options available. Click the appropriate response from the drop-down and it will show in the box (which is color-coded).



1a	1b	2	3	4	5
a	3	3	2	5	2
100	74.07	59.26	100	88.89	55.56
0	3	2	2	5	
			2	5	4
		2			2
		2		5	2
				5	2
				5	2
				5	2

This page automatically saves, so once you are done working, simply click the "Close" button in the top right corner of the screen.